



[admin@st-andrewscofe.essex.sch.uk](mailto:admin@st-andrewscofe.essex.sch.uk)

[www.st-andrewscofe.essex.sch.uk](http://www.st-andrewscofe.essex.sch.uk)

To ease congestion at the front of the school, we request that parents move away from the school gates and fences **as soon as** children have been dropped off and collected.

**WEEK COMMENCING 5/10:  
Menu Week 2**

Parents should not enter the school grounds, even when dropping off or collecting children. The school office will be open only by telephone (01206) 210638 or email: [admin@st-andrewscofe.essex.sch.uk](mailto:admin@st-andrewscofe.essex.sch.uk) to avoid visits to the office hatch. Should you need to visit the school for any reason, please telephone in advance to arrange an appointment time. **Should you wish to contact your child's teacher**, please phone or email admin and the teacher will telephone you at their earliest convenience. If the matter is urgent, a phone call to the office is best before the start of the school day between 8-8.30am and we will aim to respond to you before drop-off time.

**Parent Consultation Telephone Appointments** are now available. Please phone the school office to book a 10-minute timeslot. You will be required to provide a telephone number on which the teacher will contact you.

**Notifying the school of absences**  
If your child is absent from school for any reason the school need to be notified of their absence as soon as possible please.  
**For illness absences, we require detailed information** from parents as to the exact nature of the illness. This will greatly assist us when we report absence circumstances to the Department of Education to support the Government's management of the pandemic.  
If your child has 'a temperature' they **must not come into school** until it has returned to normal **without the use of medication**.

To support the school in the Autumn term we ask that the following guidelines are adhered to:  
◆ If your child appears unwell or has possible Covid-19 symptoms, please notify the school and do not bring them in;  
◆ If you are called to collect your child because they are showing possible symptoms of Covid-19, please come to collect them promptly;  
◆ If your child, or someone in your household, is showing Covid-19 symptoms, please arrange testing in accordance with NHS 119, keep your child at home and **notify the school**.  
**NHS Test and Trace:** Staff, parents and carers must understand that they need to:  
◆ Book a test if symptoms are displayed  
◆ If the test is positive, provide details of anyone with whom they have been in close contact or if asked by NHS Test & Trace  
◆ Self-isolate if they have been in close contact with someone who develops symptoms or tests positive.

**IMPORTANT**  
**Letters sent this week:** Duplicate **Electronic Communications Forms** have been sent home to parents who have not returned their original. Please complete and return these as soon as possible.  
**Reminders:** **Flu Consent Forms** to be completed **online by today** (or hard copy to school office by **Monday**) if your child is to be immunised. Please return completed **DB Primary Consent** forms for Year 1 and new pupils in Year 2-6 **as a matter of urgency**.  
**If an email is not received**, please email [admin@st-andrewscofe.essex.sch.uk](mailto:admin@st-andrewscofe.essex.sch.uk) with subject "**Email not received**".

If you would like to try Soul Space activities at home, you can find some on [St Andrew's Church facebook page](#), and lots more information on the [Prayer Spaces in Schools facebook page](#).  
Every Thursday, you can find a children's activity on [St Andrew's church website](#).

**Update to Daily School Life re Covid-19:** In order to protect pupil bubbles and to comply with the school's Risk Assessment please note the following:

**The Cycle Storage Shelter** is currently **out of use**. We apologise for any inconvenience this may cause.


**Lost Property/Forgotten belongings/Toilets** - pupils are **not to re-enter** the school building or premises once they have been dismissed for any of these reasons please. Please ensure your child's name is in/on their possessions - especially on sweatshirts, cardigans and coats - to assist with reducing lost property items. Items lost or left behind will have to be retrieved on the next school day by the child with school adult assistance.

**Birthday Treats** - we know that many parents like to send in small gifts to be distributed in class when it is their child's birthday. Currently we can accommodate this BUT the following must be strictly adhered to please:

- Items must be individually wrapped
- Items must be in the original, sealed factory packaging
- Items must be sent in with your child (not to be left with the school office) to be handed to one of the class adults.

Appropriate sanitisation of the outer packaging will take place and the items will be distributed at the end of the day in a safe manner. We will, of course, return any leftovers. Please note that if items are removed from original, sealed packaging, due to quarantining regulations at this present time, items will not be accepted by school and will be sent back home with your child.

6 Oct	Flu Immunisations – see 'Important'
12 Oct	FoStAPS AGM – Zoom 8pm
14 Oct	Harvest Festival – see below
26-30 Oct	Half term
2 Nov	Non-pupil day
17 Dec	Last day of autumn term

  
**Harvest Festival**  
Children may wear autumn-coloured non-uniform for which we encourage a donation of £1. We also ask for donations of packet or tinned foods to be sent in with your child for collection in each classroom - *no fresh produce please*. Instead of the usual assembly, children will perform Harvest pieces within each bubble. As parents cannot be invited, these will be recorded and published on the school website.  
All donations will go to the British Red Cross.

**Breakfast Club is now up and running.**  
Spaces are currently available for every morning. Further information is on the school website:  
**Parent Information ► Breakfast Club.**

  
to:  
**Beatrice  
Lilly-Rose  
Evie  
Chelsea**

*Dear God, We praise and thank you Lord for the gift of living water. Guide us to use it wisely, learn from its humility, consume it sparingly and protect its purity.*  
**Amen.**  
By Year 5